



# JOB OPPORTUNITY

## CALIFORNIA STATE DEPARTMENT OF INSURANCE

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### SR. ACCOUNTING OFFICER, SUPERVISOR

\$4,622-\$5,576

### ACCOUNTING SERVICES BUREAU SACRAMENTO

The Department of Insurance has an opening to be filled at the Sr. Accounting Officer, Supervisor classification in the Accounting Services Bureau's General Ledger Unit. The incumbent will directly supervise four professional level accounting staff and one clerical staff in the Unit.

#### RESPONSIBILITIES:

Under the general supervision of the Accounting Administrator I, this position plans, organizes and directs the workload of the General Ledger Unit in the Department of Insurance. Specific duties are as follows:

- Monitors, reviews, and ensures all reconciliations are performed timely and accurately.
- Performs complex analysis of the Department's appropriation.
- Ensures the department is in compliance with the Federal Grant Award Requirements.
- Manages the maintenance and disbursement of Unclaimed Property.
- Coordinates the completion of the year-end financial statements.

#### DESIRABLE QUALIFICATIONS:

- Direct knowledge and experience with State accounting principles, methods, and procedures.
- Knowledge and experience of the principles and practices of CALSTARS.
- Have excellent oral, written, and analytical skills.
- Ability to maintain a courteous and professional demeanor at all times.
- Ability to work independently as well as part of a team.
- Ability to be flexible and able to work in a fast-paced office environment.

**WHO MAY APPLY:** Applications will be accepted from current State employees within transfer range, or individuals who have list eligibility. SROA or Surplus employees are encouraged to apply. All applications will be reviewed, however, only the most qualified candidates will be interviewed. ***All applicants must clearly indicate the basis of their eligibility (i.e., SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) on the state application.***

**APPLICATION PROCEDURE:** Send a completed standard State of California application to Tina Brown, Human Resources Management Division, Department of Insurance, 300 Capitol Mall, Suite 1300, Sacramento, CA 95814. **Please indicate "Sr. Accounting Officer, Supervisor #413-192-4569-002 on the State application.** For additional information, please call (916) 492-3351 or e-mail [brownt@insurance.ca.gov](mailto:brownt@insurance.ca.gov).

**FINAL FILING DATE:** July 5, 2012

**NOTE:** Interested individuals, including list eligibility, must submit applications by the final

06/25/12 tb

#### **DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD**

AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF  
RACE, COLOR, CREED, NATIONAL ORIGIN  
ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION,  
AGE OR SEXUAL ORIENTATION.

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